

We are pleased to advise you that a fillable Renewal Application is now available on the Pro-Demnity Insurance Company website at [www.prodemnity.com](http://www.prodemnity.com). If you would like to complete the renewal application using the fillable form, please see the instructions below.

### Instructions for Completing the Fillable Renewal Application

1. Go to [www.prodemnity.com](http://www.prodemnity.com).
2. Click on “Forms.”
  - a. Click on “Application for Annual Practice Insurance (Renewal) – (Acrobat fillable)” (fourth from the top)
  - b. **NOTE:** download and save the blank document to your Desktop (please do **not** complete the form online as the data may not save depending on the web browser used).
  - c. From the Desktop open the saved form in Acrobat or Acrobat Reader and complete the application. As in 2b. above, do not use your web browser “pdf” plugin).
3. The “Guidelines for Completion (Renewal)” can be found under the “Application for Annual Practice Insurance (Renewal) - (Acrobat fillable)”.
4. Please ensure that all sections on the application are completed.
5. Please note:
  - a. To ensure that all fields are completed please use the tab key to sequentially move through the document.
  - b. To remove the selection from a check box (v), click on the item a second time.
  - c. Under questions 13 and 17 of the renewal application, multiple selections may be made if desired.
6. To evidence your signature on the application:
  - a. Check the box (v) below the Declaration paragraph and date the application.
  - b. Name and save the completed form for your records.
  - c. Attach a copy of the file and send to Pro-Demnity Insurance Company at [mail@prodemnity.com](mailto:mail@prodemnity.com).

Should you have any questions or concerns, please do not hesitate to contact Pro-Demnity Insurance Company at 416-386-1770.